

Acquisition Support Center
Military Awards
Policy

June 20, 2005

REFERENCES:

- a. AR 600-8-22, Military Awards
- b. DA Memo 600-8-22, dated 9 July 2001
- c. Military Awards Hierarchy and Approval Chart (Enclosure 1).

A. PURPOSE:

The purpose of this document is to establish policy for the Acquisition Support Center's (ASC) Military Awards Program. The policy contained herein is for military awards, which must be reviewed and acted on by the Military Deputy, Assistant Secretary of the Army (Acquisition, Logistics and Technology), Army Chief of Staff, or the Administrative Assistant to the Secretary of the Army. Also contained herein are those awards in which the Program Executive Officers (PEOs) and Program Managers (PMs) occupy positions of approval authority.

B. APPLICABILITY AND SCOPE:

The ASC Military Award policy applies to ASC, PEO and PM military personnel.

C. POLICY:

The ASC Military Awards administrator, acting through and on behalf of the Director, ASC, shall provide consistent award guidance throughout ASC and the PEO and PM community.

DA Memo 600-8-22, dated 9 July 2001, establishes policy and prescribes procedures for recognizing soldiers (colonel and below) for award of the Legion of Merit (LM) and lesser awards for service, achievement, or retirement within Headquarters, Department of the Army and field operating agencies supported by the Military Personnel Service Center. The Administrative Assistant to the Secretary of the Army has approval authority for LM for Retirement and all lesser decorations. Authority to approve awards includes those individuals permanently assigned to positions of approval authority regardless of their current grade, unless a minimum grade is specified. Persons serving in an "Acting" capacity do not have the authority of the position with respect to awards approval, unless officially chartered. The types of recognition and approval authority are as follows:

1) Distinguished Service Medal (DSM): This medal is awarded by the Army Chief of Staff to any person who, while serving in any capacity with the U.S. Army, has distinguished himself or herself by exceptional meritorious service to the Government in a duty of great responsibility. If the award is disapproved, it is forwarded to the Adjutant General's office and a downgrade is recommended. Award recommendations must be submitted 90 days prior to the desired presentation date.

2) Legion of Merit (LM) (RET): The Legion of Merit is awarded for retirements of Colonels and below approved by the Assistant Secretary of the Army (Acquisition, Logistics and Technology) (ASA(ALT)) and is awarded to any member of the Armed Forces of the United States or a friendly foreign nation who has distinguished himself or herself by exceptionally meritorious conduct in the performance of outstanding services and achievements. The Headquarters, Department of the Army (HQDA) or Office of the Secretary of the Army Personnel Service Company (PSC) Awards Section will prepare the certificate and orders data. The award is then forwarded to the Administrative Services Division of the PSC. Award recommendations must be submitted 90 days prior to the desired presentation date.

3) Legion of Merit (LM) for Permanent Change of Station (PCS): Final approval of the Legion of Merit award for permanent change of station of Colonels and below is approved by the Administrative Assistant to the Secretary of the Army. Once the approval/disapproval has been made, the certificate is prepared and the orders data is completed by the PSC. ASA(ALT), SAAL-MS will obtain the certificate and forward it to the originator. Award recommendations must be submitted 90 days prior to the desired presentation date.

4) Meritorious Service Medal (MSM): This award is approved by Program Executive Officers (PEOs)/Program Managers (PMs) in the rank of Brigadier General and above and civilian equivalent (Senior Executive Service), and is awarded to any member of the Armed Forces of the United States or to any member of the Armed Forces of a friendly foreign nation who, while serving in a noncombat area after 16 January 1969, has distinguished himself or herself by outstanding meritorious achievement or service.

5) Army Commendation Medal (ARCOM): This award is approved by PEOs/PMs in the rank of Colonel and above and civilian equivalent (General Schedule 15), and is awarded to any member of the Armed Forces of the United States who, while serving in any capacity with the Army of the United States, after 6 December 1941, distinguished himself or herself by heroism, meritorious achievement or meritorious service.

6) Army Achievement Medal (AAM): This award is approved by PEOs/PMs in the rank of Colonel and above and civilian equivalent (General Schedule 15), and is awarded to any member of the Armed Forces of the United States, or to any member of the Armed Forces of a friendly foreign nation, who while serving in any capacity with the Army in a noncombat area on or after 1 August 1981, distinguished himself or herself by meritorious service or achievement of a lesser degree than required for award of the Army Commendation Medal.

7) Certificate of Achievement: This award is approved by PEOs/PMs in the rank of Colonel and above and civilian equivalent (General Schedule 15), and is awarded to recognize periods of faithful service, acts, or achievements which do not meet the standards required for decorations by issuing to individual U.S. military personnel a DA Form 2442 (Certificate of Achievement) or a Certificate of Achievement of local design.

8) Awards to Personnel of Other Services: A peacetime award of any Army decoration will not be made to a member of another military service without concurrence from the military department concerned. The award nomination will be provided the Soldier's Commander or Personnel Service Center (PSC). The Commander or PSC will provide concurrence verifying that there are no adverse actions against the nominee. The requesting organization may present the award after concurrence is received from the other Service. If the Soldier's Commander or PSC cannot be located, contact the Army Human Resources Command for concurrence. Provide a copy of the approved award certificate and DA Form 638 to the Soldier's Command. Forward completed award through command channels to the Office of the Assistant Secretary of the Army, (Acquisition, Logistics and Technology) ASA(ALT) ATTN: SAAL-MS, 2511 Jefferson Davis Highway, Suite 10300, Arlington, VA 22202-3911.

9) Foreign Military Awards: Directives may be found in DOD 1348.33-M, dated September 1996, Chapter 8. Foreign Awards are generally approved by the Secretary of Defense and may take as long as six months for final approval after the individual leaves the country. Request for approval must be initiated by the unit to the appropriate foreign and U.S. Embassies. A background check will be completed on each award nominee. Upon completion of concurrences, the award package will be forwarded to the HRC for final approval. Once the award has been approved, it will be returned to the Office of the Assistant Secretary of the Army (Acquisition, Logistics and Technology), ATTN: SAAL-MS (Donald Davis, @ (703)604-7264, email, Donald.davis1@us.army.mil or SPC Rodney Borba, @ (703) 604-7237, Rodney.borba@hqda.army.mil), for distribution.

D. PROGRAM ADMINISTRATION:

PEOs and PMs will forward military award nominations for review and processing to the Office of the Assistant Secretary of the Army, (Acquisition, Logistics and Technology) ASA(ALT) ATTN: SAAL-MS, 2511 Jefferson Davis Highway, Suite 10300, Arlington, VA 22202-3911.

The Office of the Secretary of the Army (OSA), Personnel Service Center (PSC), has established procedures, to include specific time requirements, for the preparation and processing of awards for military personnel assigned to ASC. To comply with the established procedures, all award recommendations for DSM or LM must be submitted 90 days prior to the desired presentation date. The Meritorious Service Medal (MSM) is to be submitted by the PEOs/PMs to arrive at ASA(ALT) SAAL-MS 60 days prior to the desired presentation date.

E. EFFECTIVE:

This policy is effective immediately. The Director, Acquisition Support Center, will issue procedures to implement this policy.

/s/

GENARO J. DELLAROCCHO
Colonel, QM
Director
Acquisition Support Center

Acquisition Support Center

Military Awards

Procedures

A. PURPOSE:

The purpose of this document is to provide information on the Acquisition Support Center's (ASC) Military Awards nomination and approval process as prescribed in AR 600-8-22, Military Awards, for awards that require higher-level approval authority, as well as for those awards for which the Program Executive Officers (PEOs) and Program Managers (PMs) have award approval authority by virtue of the position.

B. PROCESS:

1) The DA Form 638, Recommendation for Award, will be used to initiate, process, and approve award recommendations of all U.S. Army individual decorations.

2) Narrative description of meritorious service or achievement for awards of Meritorious Service Medal (MSM), Army Commendation Medal (ARCOM), and Army Achievement Medal (AAM) will be limited to bullet format in the space allowed on the DA Form 638. Narratives are required for all other awards and will be added as an addendum to the recommendation. The narrative should be prepared on 8 ½ by 11-inch bond paper and must be limited to one page, except for recommendation of the DSM or above. Note: A favorable or unfavorable comment from the General Officer or Senior Service Executive is required and must be included with all Narratives for Legion of Merit for Permanent Change of Station (LM-PCS).

3) Officer Record Briefs (ORBs) must accompany award nominations.

C. TIME REQUIREMENTS:

PEOs/PMs will forward award recommendations to the Assistant Secretary of the Army (Acquisition, Logistics and Technology), (ASA(ALT)), ATTN: SAAL-MS, for DSM or LM 90 days prior to the desired presentation date of the award. The 90-day period is necessary for the processing and preparation of awards that require Board action at Headquarters, Department of the Army. The Meritorious Service Medal is to be submitted by PEOs/PMs, if applicable, to arrive at SAAL-MS 60 days prior to the desired presentation date. A copy of the Officer Record Brief will accompany all award recommendations.

D. SUBMISSION OF AWARD RECOMMENDATIONS:

1) Prior to submission of the award recommendation package, forward the electrons to Donald Davis @ Donald.davis1@us.army.mil or SPC Rodney Borba for review at e-mail: Rodney.Borba@hqda.army.mil.

2) Upon completion of all concurrences the award recommendation package will be forwarded to the Office of the Assistant Secretary of the Army (Acquisition, Logistics, and Technology), ATTN: SAAL-MS (Donald Davis or SPC Rodney Borba), Suite 10300, 2511 Jefferson Davis Highway, Arlington, VA 22202-3911.

3) If an award is approved, a copy of the approved award certificate, with the soldier's social security number written at the top right-hand corner, will be filed in the Official Military Personnel File (OMPF). Permanent order data will already exist on the original certificate in typed format in the lower left hand portion of the certificate. The DA Form 638 will be filed in the OMPF only in instances of disapproval or downgrade of the originally recommended award.

E. EFFECTIVE:

These procedures are effective immediately upon signature of Director, ASC.

/s/

GENARO J. DELLAROCCO
Colonel, QM
Director
Acquisition Support Center

MILITARY AWARDS HIERARCHY



Distinguished Service Medal

Approval Authority: Army Chief of Staff



Legion of Merit

**Approval Authority: Administrative Assistant
to the Secretary of the Army**



Meritorious Service Medal

**Approval Authority: PEOs/PMs in the
rank of Major General and civilian
equivalent (Senior Executive Service)**



Army Commendation Medal

**Approval Authority: PEOs/PMs in the
rank of Colonel and above and civilian
equivalent (Senior Executive Service)**



Army Achievement Medal

**Approval Authority: PEOs/PMs in the
rank of colonel and above and civilian
equivalent (Senior Executive Service)**

Certificate of Achievement

**Approval Authority: PEOs/PMs in the
Rank of colonel and above and civilian
Equivalent (Senior Executive Service)**